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Minutes

Council on Academic Affairs

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1996

May 2, 1996

Council on Academic Affairs

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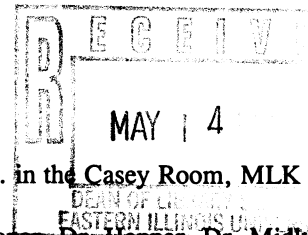
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## MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS



5/2/96

The May 2, 1996, meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Casey Room, MLK Union.

Members present: Dr. Addison, Dr. Bock, Ms. Brown, Ms. Church, Dr. Cooper, Dr. Hanner, Dr. Midkiff, Dr. Owen, Dr. Wohlrabe, Dr. Wohlstein.  
Members absent: Mr. Phillips, Dr. Shelton, Dr. Weidner.  
Staff present: Dr. Evans, Mrs. Johnson, Academic Affairs.  
Guests present: Dr. R. Augustine, Dr. G. Aylesworth, Ms. B. Cole, Mr. G. Hild, Dean J. Johnson, Ms. M. Kelm, Ms. B. Kuykendall, Associate Dean J. Lynch, Ms. J. Sterling, Dean L. Wall.

### I. Minutes.

The minutes of April 25, 1996, were approved as corrected below:

#### VII. Change in Admissions Policies. (96-25).

Dr. Wohlstein moved and Dr. Midkiff seconded the motion that a statement be added that . . . . .

### II. Communications.

1. Report from Dean Shirley Moore regarding Trends and Strategies in Retention at Eastern Illinois University.
2. Executive Action (4/29/96) from the College of Sciences Curriculum Committee.
3. Memorandum (5/1/96) to Chair Hanner from Dr. Charles Evans, Assistant Vice President for Academic Affairs, regarding Nominations to the Illinois Articulation Initiative Field Panels. Appointments are Dr. James Quivey, English Panel; Dr. Les Hyder, Mass Communication Panel; Dr. Doug Bock, Speech Communication Panel; Dr. E.T. Guidotti, Theatre Arts Panel. The appointments were accepted by consensus.

Ms. Church entered the meeting at this point.

### III. Proposed Revision to the School of Family and Consumer Sciences Departmental Honors Program. (96-43).

Dr. Wohlstein moved and Dr. Midkiff seconded the motion to add this item to the agenda. Voting will be later.

### IV. Proposed Revision of B.A. in Art, Option in Studio Art - 2-D Emphasis. (96-44).

Dr. Owen moved and Dr. Cooper seconded the motion to add this item to the agenda. Voting will be later.

### V. Proposed Revision of Honors Program for Geography Majors. (96-45).

Dr. Midkiff moved and Dr. Addison seconded the motion to add this item to the agenda. Voting will be later.

### VI. Report on the Grade Appeals Policy from the Grade Appeals Policy Subcommittee. (96-38).

Dr. Addison, Chair of the Grade Appeals Policy Subcommittee, presented the report and answered questions of the Council. Dr. Bock moved and Dr. Wohlstein seconded the motion to postpone this item until the first Council meeting of Fall, 1996. The motion passed unanimously. The proposed Grade Appeals Policy and the current Grade Appeals Policy are attached.

### VII. Subcommittee Recommendations regarding Criteria for Adding New Courses to the Integrated Core. (96-42).

Chair Hanner moved and Dr. Bock seconded the motion to suspend the order of the day to begin discussion with Item 96-42. The motion passed by consensus.

Dr. Bock presented the recommendations and answered questions of the Council. The Council discussed the recommended criteria for adding new courses to the Integrated Core. The motion passed, as amended, with a vote as follows:

Yes: Dr. Addison, Dr. Bock, Dr. Cooper, Dr. Hanner, Dr. Midkiff, Dr. Owen, Dr. Wohlrabe, Dr. Wohlstein.  
Abstain: Ms. Brown, Ms. Church.

This action approves the following to become effective immediately:

1. **The Principle of Maintaining the Integrated Core. It is the intent of CAA to maintain the IC in its present form. New Courses must meet the following criteria. The CAA will modify the IC as needed.**
  - \*Are there adequate choices that currently exist in the segment?
  - \*Are there enough seats available in the existing choices?

**\*The course should be matched to the original definition of the segment or provide a rationale as to why the course should be in the segment.**

**2. The Principle of Using Assessment Data - The following are considered to be acceptable as assessment data.**

**\*General Education Assessment Committee recommendations.**

**\*Enrollment data.**

**\*Accrediting body recommendations.**

**\*North Central Association is the only body acceptable.**

**\*Response to a Council on Academic Affairs request.**

**\*Lack of fiscal restraints.**

**3. We recommend that a permanent subcommittee be formed to match proposals with the above principles and recommend to the CAA.**

**VIII. Clarification in the Application of Item I.B.7. of the Academic Waiver Rules. (96-40).**

Dean Jim Johnson, College of Arts & Humanities, presented the proposal and answered questions of the Council. Dr. Bock moved and Dr. Midkiff seconded the motion that an ad hoc Subcommittee on Academic Waiver Appeals Rules be formed consisting of Chair Hanner, Dr. Bock, Dr. Charles Evans, and Dean Jim Johnson. The motion passed by consensus.

Ms. Brown exited the meeting at this point.

**IX. 1996-97 Catalog Change regarding Repeating Courses. (96-41).**

Dean Jim Johnson, College of Arts & Humanities, presented the proposal and answered questions of the Council. The motion passed, as amended, unanimously.

This action approves the following to become effective Fall, 1997:

**Students Entering Fall 1981 and Thereafter**

**The student must not have been enrolled in or received credit for a higher level course for which the repeat course is a prerequisite, nor may he/she repeat a course which substantially duplicates, at a lower level, a course or courses which he/she has already successfully completed.**

**X. Commendation to Dr. Mary Anne Hanner for Her Distinguished Service to CAA.**

Dr. Bock moved and Dr. Wohlstein seconded the motion to commend Dr. Mary Anne Hanner for her distinguished service to CAA. The motion passed by acclamation.

**WHEREAS,** The 1995-1996 Council on Academic Affairs handled many difficult issues in an efficient manner, and  
**WHEREAS,** The efficiency of the 1995-1996 CAA was due in large part to the leadership of Dr. Mary Anne Hanner, and  
**WHEREAS,** Dr. Mary Anne Hanner provided a collaborative leadership style with all CAA members, and  
**WHEREAS,** May 2, 1996, is the ??th birthday of Dr. Mary Anne Hanner, be it therefore  
**RESOLVED:** That Dr. Mary Anne Hanner be commended for her leadership of the Council on Academic Affairs.

**XI. Election of Officers.**

**Chair:** Dr. Wohlstein moved and Dr. Midkiff seconded the motion to nominate Dr. Bock for Chair of CAA. Dr. Addison moved and Ms. Church seconded the motion to close nominations. Dr. Bock was elected CAA Chair for 1996-97 by acclamation.

**Vice Chair:** Dr. Midkiff moved and Ms. Church seconded the motion to nominate Dr. Addison for Vice Chair of CAA. Dr. Addison declined the nomination. Dr. Midkiff moved and Dr. Wohlstein seconded the motion to nominate Dr. Owen for Vice Chair of CAA. Dr. Bock moved and Dr. Midkiff seconded the motion to close nominations. Dr. Owen was elected Vice Chair for 1996-97 by acclamation.

The meeting adjourned at 3:20 p.m.

Karen Johnson, Recording Secretary.

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**ANNOUNCEMENT OF NEXT MEETING**

**Thursday, June 13, 1996, 2:00 pm**

**Arcola/Tuscola Room - MLK Union**

**Agenda:**

- \*96-38 Proposed Grade Appeals Policy from the Grade Appeals Policy Subcommittee.\*\*\*\*
- \*96-39 Proposed Course Revision, AIS 1900C, Living With Computers.
- \*96-40 Clarification in the Application of Item I.B.7. of the Academic Waiver Rules.
- \*96-43 Proposed Revision to the School of Family and Consumer Sciences Departmental Honors Program.
- \*96-44 Proposed Revision of B.A. in Art, Option in Studio Art - 2-D Emphasis.
- \*96-45 Proposed Revision of Honors Program for Geography Majors.
- \*96-23 Discussion of Phi Beta Kappa Charter.\*\*\*
- \*95-67 Honors Program Study Abroad.\*\*

\*Motion on floor.

\*\*This item tabled pending future funding.

\*\*\*This item postponed until October, 1996.

\*\*\*\*This item postponed until August, 1996.

TO: Mary Anne Hanner, Chair, Council on Academic Affairs  
FROM: William Addison, Chair, Grade Appeals Policy Subcommittee  
DATE: April 18, 1996  
RE: Proposed Grade Appeals Policy

Attached is the proposed Grade Appeals Policy as formulated by our subcommittee. You will note that the proposal constitutes a substantial revision of the current policy. The main substantive changes, accompanied by rationale, are listed below.

- 1. Who reviews the grade appeal.** The Department Grade Appeals Committee (DGAC) is replaced by the College Academic Appeals Committee (CAAC). In addition, the University Academic Appeals Committee is established to review appeals of the CAAC's recommendation. Such appeals can be made only on the basis of procedural error.  
**Rationale:** The departmental colleagues of the faculty who assigned the contested grade may be "too close" to the situation to make an objective recommendation. Making a recommendation concerning the grading practices of a colleague is difficult under any circumstances, and particularly so when the colleague is a member of one's own department. By proposing to move the appeal process to the college level, the committee believes that interpersonal and/or political problems can be minimized, resulting in a more objective appraisal of the appeal. The establishment of the University Academic Appeals Committee is designed primarily to allow for a university-level review of procedural issues in the grade appeal process.
- 2. Who may change a grade.** In addition to the faculty member, the Provost, acting on the recommendation of the CAAC or the University Academic Appeals Committee, may change a grade.  
**Rationale:** Under the current policy, only the faculty member may change a contested grade. There is no other mechanism for changing a grade even in situations where the appropriate committee has recommended a change. From a legal standpoint, the lack of such a mechanism places the University at risk for litigation. Moreover, if a student has a legitimate case for a change in grade and a committee composed mainly of faculty determines that the grade should be changed, it is reasonable to provide a mechanism for the change.
- 3. The role of the Vice President for Academic Affairs of the Student Body.** The Vice President for Academic Affairs of the Student Body will participate in the grade appeal process as a member of the University Academic Appeals Committee rather than as a member of the CAAC.  
**Rationale:** Student participation remains an essential part of the process, but the student member of the CAAC should represent the college rather than the student body.

Members, Grade Appeals Policy Subcommittee:

William Addison, Psychology (CAA)  
Carolyn Cooper, Special Education (CAA)  
Dayna Church, Student Representative  
Charles Evans, Assistant Vice President for Academic Affairs  
Elizabeth Hitch, Dean, College of Education and Professional Studies  
Keith Kohanzo, Office of Judicial Affairs  
Deborah Wolf, Physical Education (Faculty Senate)

## GRADE APPEALS

The appeal of a final course grade must follow the procedure outlined below.

### Bases for Grade Appeals

The bases for an appeal of a suspected error in grading are:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade on an arbitrary and capricious basis (e.g., using more exacting or demanding standards than were applied to other students, using some basis other than course performance, a substantial departure from the instructor's standards as stipulated in the course syllabus).

The appeal procedure is not to be used for a review of the judgement of an instructor in assessing the quality of a student's work.

### Procedure for Final Course Grade Appeals

1. All aspects of the grade appeal procedure will be conducted with confidentiality to protect both the student and the faculty member.
2. The student must initiate the appeal process by contacting and conferring with the faculty member who gave the contested grade within the first three weeks of the next semester or term in which the student is enrolled. In the case of a team-taught course, the student must contact all of the faculty members involved. If the student is no longer enrolled at the University, he/she has one full semester (excluding summer) in which to initiate appeal of the contested grade. If the faculty member is not available, the student shall contact and confer with the Department Chair, who shall assume the responsibility for taking the appropriate measures.
3. If the student and faculty member cannot arrive at a mutually agreeable solution or if the faculty member fails to respond to the student inquiry within two weeks, the student may confer with the Department Chair. In consultation with the faculty member, the Department Chair will attempt to arrive at a solution. If this informal consultation does not solve the dispute, then a more formal procedure can be undertaken by the student, as described below.
4. If the above conference does not result in a solution that is agreeable to the student and faculty member, or if the faculty member is also the Department Chair, or if four weeks have elapsed without progress since the student initiated the appeal, the student may file a written appeal to the Dean of the relevant college explaining the basis for the appeal and supplying supporting evidence. Copies of the appeal shall be sent to the faculty member. The written appeal must be filed within six weeks after the completion of the informal procedure described in item number 3 above.

5. Upon receipt by the Dean of the student's written appeal, the Associate or Assistant Dean of the relevant college will convene the **College Academic Appeals Committee (CAAC)**. The composition of the CAAC is as follows:

**Four tenured or tenure track faculty from the college that includes the department with which the faculty member who assigned the contested grade is affiliated. The faculty members who comprise the CAAC will be selected by lottery from a pool containing one member from each department in the college. The department that includes the faculty member who assigned the contested grade will not be represented on the CAAC.**

**One undergraduate student, or one graduate student, depending on the status of the student making the appeal. The student will be selected by the dean of the relevant college from a pool of at least three students.**

**The Associate or Assistant Dean from the relevant college (ex officio). The Associate or Assistant Dean is responsible for convening the meeting and for forwarding the committee's recommendation to the Dean.**

The appeal will be reviewed by the CAAC. In cases where the appeal is based on a complaint involving sexual harassment and/or discrimination due to sex, race, or disability, the CAAC will consult with the Director of Affirmative Action and Cultural Diversity before proceeding further.

If previously outlined procedures have been followed, the CAAC will hold one or more meetings during which the student and faculty member shall be entitled to be in attendance and to present evidence. In addition, the student, the faculty member, or the CAAC has the right to request additional information or to invite other persons to present evidence. Such party must, however, inform the others, in writing, at least one week in advance of the meeting(s), of participants other than themselves, and such participation must be restricted to a reasonable number of individuals. These meetings shall not be open to the public.

After all evidence has been presented, the student and faculty member shall be excluded from the deliberations. The CAAC will deliberate privately and, by a majority vote, will make a recommendation to the Dean of the relevant college based on the preponderance of the evidence. The Dean will then forward the recommendation to the Provost. This recommendation will include the following:

- (a) a statement of findings regarding the appeal
- (b) a recommendation for the resolution of the appeal

6. On the basis of procedural errors only, the CAAC's recommendation may be appealed to the **University Academic Appeals Committee**. The composition of the University Academic Appeals Committee is as follows:

**The four College Deans (or their designees), with the Dean of the relevant college serving as a non-voting member.**

**The Chair of the Council on Academic Affairs (or designee) or the Chair of the Council on Graduate Studies (or designee), depending on the status of the student making the appeal.**

**The Vice President of Academic Affairs of the Student Body (or designee).**

The role of the UAAC is not to review the appeal, but simply to determine whether any procedural errors were made during any stage of the process. If it is determined that serious procedural errors were made, the University Academic Appeals Committee may (1) remand the appeal to the original CAAC, or (2) recommend that the relevant Associate Dean convene a new CAAC to hear the appeal.

There are only two people who may change a grade:

- (a) the faculty member who gave the contested grade
- (b) the Provost, acting on the recommendation of either the CAAC or the University Academic Appeals Committee



### GRADE APPEALS

This policy is based on the premise that only the instructor who gave a grade can change that grade. In some cases the decision to change a grade, as a result of an appeal, may be made by someone else, but the instructor shall have the ultimate responsibility for changing the grade with the Records Office.

The bases for an appeal of a suspected error in grading are:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

An appeal shall not be used for a review of the judgment of an instructor in assessing the quality of a student's work.

All aspects of the grade appeals procedure shall be conducted with confidentiality to protect both student and faculty member.

#### Procedure for Grade Appeals

The appeal of a grade must follow the procedure outlined below:

1. Within the first four weeks of the next semester or term in which the undergraduate student is enrolled, the undergraduate student must initiate the appeal process by contacting and conferring with the faculty member who gave the contested grade. If the undergraduate student is no longer enrolled at the University, the undergraduate student has one calendar year in which to initiate appeal of the contested grade. Graduate students must initiate the appeal process in a similar fashion during the first four weeks of the next semester or term following the semester or term in which the grade was given, regardless of whether the graduate student is enrolled or not. In either case, if the faculty member is not available, the student shall contact and confer with the Department Chair.

2. If the student and the faculty member cannot arrive at a mutually agreeable solution, or if the faculty member fails to respond to the student inquiry within two weeks, the student may confer with the Department Chair. In

Consultation with the faculty member, the Department Chair shall attempt to arrive at a solution. If this informal consultation does not solve the dispute, a more formal procedure may be undertaken by the student, as described in Item 3.

3. If the above conference does not result in a solution that is agreeable to the student and faculty member, or if six weeks have elapsed since the student initiated the appeal, the student may submit a written appeal to the Department Grade Appeals Committee (DGAC) setting forth the basis for the appeal and supplying supporting evidence. If the appeal is made by a graduate student, the DGAC shall include at least one member of the departmental graduate faculty. Copies of the appeal shall be sent to the faculty member and the Executive Vice President of the Student Body if an undergraduate student is appealing, or the Chairperson of the Graduate Student Advisory Council\* if the appeal is from a graduate student. The written appeal must be submitted within ten weeks after the appeal was initiated.

The appeal shall be reviewed by the DGAC, with the Executive Vice President of the Student Body or the Chairperson of the Graduate Student Advisory Council\* serving in an advisory capacity. If previously outlined procedures have been followed, the DGAC, with the Executive Vice President of the Student Body or the Chairperson of the Graduate Student Advisory Council\* serving in an advisory capacity shall (1) confer with the student and the faculty member and (2) hold a fact-finding session. Both the student and faculty member shall be entitled to be present during such a session and present evidence. This session shall be restricted to the student, faculty member, DGAC, and the Executive Vice President of the Student Body or the Chairperson of the Graduate Student Advisory Council\*.

As the result of this session, it may be necessary to solicit additional information and hold another fact-finding session. The student, the faculty member, or the DGAC has the right to request additional information or to invite other persons to present evidence. Such party must inform the other participants, in writing, at least one week in advance of the second session, and such participation must be restricted to a reasonable number of persons. This second fact-finding session shall not be open to the public.

After the fact-finding session(s), the student and the faculty member, even if a member of the DGAC, shall be excluded from the deliberations. The DGAC, with the Executive Vice President of the Student Body or the Chairperson of the Graduate Student Advisory Council\* serving in an advisory capacity, shall deliberate privately and render one of the following recommendations to the faculty member:

- a. grade should not be changed, appeal not approved
- b. grade should be changed

The Department Chair shall notify the student of the Committee's recommendation.

If Step 3 is reached, copies of minutes (or summaries of minutes that do not include portions deemed confidential by the Committee) of the DGAC meetings held to resolve the issue shall be sent to the Department Chair and the appropriate Academic Dean and the Graduate Dean.

- 5. If the DGAC's recommendations are unsuccessful in resolving the problem, the materials, statements, and DGAC minutes shall be forwarded by the Department Chair to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall consult with the Department Chair, Dean, and anyone else deemed appropriate, and make a final determination of appropriate action.

Approved:

Council on Academic Affairs  
May 4, 1989 (Undergraduate)

Approved:

Council on Graduate Studies  
November 3, 1992 (Graduate)

Approved:

President's Council  
March 12, 1993

\*If the Executive Vice President cannot be present, the President of the Student Body shall serve in this capacity. If the Chairperson of the Graduate Student Advisory Committee cannot be present, the Chairperson may appoint a designee to serve in this capacity.

Monitor: Vice President for Academic Affairs